

ELECTRONIC MEMORANDUM

TO: Human Resources Directors of All State Agencies, Departments, and Commissions

FROM: Samuel L. Wilkins

DATE: September 29, 2014

SUBJECT: Healthcare Classifications

After consulting with the agencies who employ the majority of direct care healthcare professions in state government; the Department of Corrections, Department of Disabilities and Special Needs, Department of Health and Environmental Control, Department of Health and Human Services, Department of Juvenile Justice, Department of Mental Health, and Department of Vocational Rehabilitation; we have decided to reallocate, delete, and create several state classifications and unclassified state titles. Attached is a full list of the changes.

The reallocations, new classifications and new unclassified state titles will become effective October 2, 2014. Your agency will be responsible for processing these reallocations and reclassifications actions in SCEIS. Attached are instructions on processing the OM and PA actions in the system. OM and PA actions will be needed on filled positions. Only OM actions will be required on vacant positions. Please remember to change the pay band on the positions and ensure that employees' salaries are at least at the minimum of the new pay band.

If you have any questions regarding the changes to the healthcare classifications or the processing of these actions, please call your Human Resources Consultant.